

Suitability Check

The suitability check is your responsibility to initiate and complete. The purpose of the suitability check is to ensure that you undergo the appropriate type of investigative process and fulfill the requirements under Executive Order 10450, Security Requirements for Government Employment, and the Code of Federal Regulations (CFR) 5 Parts 731 and 732.

If you work with GFDL please follow their procedures. See the following website: [GFDL](#)

If you work with ESRL please follow their procedures. See the following website: [ESRL](#)

If you work with NCEP please follow their procedures: See the following website:

If you are unsure of how to complete this process, you should contact your Trusted Agent for more information. To determine your Trusted Agent please go to this link: [TA](#)

Assumptions:

All users must have at least a SAC for access to R&D HPCS. All users with a CAC have a NACI. Both US Citizens and Foreign Nationals must submit an application to E-QIP.

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The security package should be received by OSY at least two weeks prior to the user's start date.

Forms required to be completed:

US citizen or lawful permanent resident aliens

Security Coversheet FD-258 Fingerprint Cards (quantity 2) OF-306 Declaration of Federal Employment e-QIP invitation (user is given 7 business days to complete investigation questionnaire) CD-591 (if PIV/CAC is required).

[Definition of Permanent Resident Alien](#)

Foreign National

If you are a foreign national, please follow the deemed export process located at this link [FN](#).

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Why submit an OF-306, Declaration for Federal Employment?

- This form is used to assess fitness for Federal contract employment (Pre-screening)
- Answers on the form are used in the fitness/suitability process, along with the FBI fingerprints results

- Revised version is October 2011, previous editions are obsolete and unusable

Issues on the OF-306 that will cause a delay:

- Full name was not provided by contractor employee
- Middle name was not indicated if "Initial only"
- Middle name was not indicated "No Middle Name" if no middle name
- Selective Service Registration left blank or unanswered

For questions 9, 10, and 11, the answers should include convictions resulting from a plea of no contest, but omit (1) traffic fines of \$300 or less, (2), (3), (4) [look at the form for the other]

- For questions 9 - 13, if YES, explain in 16

The form was not signed and dated

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## Verification of Background Check

CAC Card - DOD # can be verified

## Confirmation from OSY

CD-591 Department of Commerce Personal Identity Verification (PIV) Request

## Email Confirmation from OSY

----- Forwarded message -----

From: **ERSO PERSEC - NOAA Service Account** <erso.persec@noaa.gov>

Date: Tue, Aug 18, 2015 at 10:05 AM

Subject: <LO> Associate <User LastName>

To: <Federal Sponsor> or <CORT>

Mr. <Full Name of User> is clear for his position at NOAA, FBI fingerprint favorable, NACI (reference e-QIP <#####>) has been released to OPM today.

V/R,

Amira Jimenez Henly

Security Specialist

**NOTICE: Due to the OPM e-QIP system being online again, we will NO longer accept hard copy SF's forms. If anyone was an existing User who was stuck in the system prior to it**

**going down, We will reset each account to include a PIN number via secure email. (ONLY) (i.e. applicants, contractor, students,etc.) (Please allow processing time ).**

Thank You for Contacting the Office of Security at NOAA. Please insure when requesting a new investigation on a contractor or employee all forms are required before processing. Please go

[://www.osec.doc.gov/osy/noaa/noaa\\_security.htm](http://www.osec.doc.gov/osy/noaa/noaa_security.htm) for required documents and forms needed. For all other inquires someone from our office will contact you as soon as possible. Please allow 5-10 business days for a response.

NOAA ERSO  
1335 East West Hwy, G101  
Silver Spring, MD 20910

Fax: [301-713-0953](tel:301-713-0953)

Security is Everyone's Responsibility!

## FN Visit Approval

From: **Sharlene Savage - NOAA Federal** <[sharlene.savage@noaa.gov](mailto:sharlene.savage@noaa.gov)>

Date: Mon, Jun 29, 2015 at 8:02 AM

Subject: Foreign National Guest: <FN Name>

To: <DSN>, <TA>,

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Guest(s): <FN NAME>

Date(s): 07-13-2015 - 07-12-2016

Location(s): <Specific Location> i.e. NCWCP, Environmental Modeling Center, 5830 University Research Ct., College Park MD.

Thank you for submitting your FN Visitor/Guest information. Your FN visit is approved under the following conditions:

THE DEPARTMENTAL SPONSOR ACCEPTS FULL RESPONSIBILITY AND RISK FOR THE ACTIONS OF THE NON- EMPLOYEE(S).

Note to Sponsor: In accordance with DAO and NAO 207-12: Foreign nationals are not allowed to use smart phones and/or recording, photographic devices inside the Government facility.

Escort Requirements. Foreign national visitors must be escorted at all times by a U.S. citizen employee of NOAA while on NOAA property. Foreign national guests may be granted unescorted access to certain areas of a facility upon approval by the servicing security office. Approval rests on the favorable completion of applicable agency checks and a determination that no unauthorized physical, visual, or virtual access to classified, SBU, export controlled, or otherwise controlled, proprietary, or not-for-public release data, information, or technology is likely to occur.

Required Actions to Be Taken By the DS • Non-Employee facility access is restricted to only the area(s) necessary to perform task as required.

- Access to sensitive information and agency assets are appropriately controlled and protected.
- **Non-Employee after hour access without escort is prohibited.** • Non-Employee is subject to the Department of Commerce security policies and the facility security policies and procedures to include IT Security.
- Non-compliance is immediate grounds to terminate access to facility.
- Any infraction or incident will be immediately reported to the Servicing Security Office.

Please remember as the sponsor(s) that hosting or meeting with foreign nationals in a non-NOAA facility for work related purposes does not waive the requirement to comply with the DAO 207-12 Section 2. Scope.

Please contact Sharlene.Savage@noaa.gov or Ledessia.Moore@noaa.gov if you have any questions or concerns.

From:
<https://rdhpcs-common-docs.rdhpcs.noaa.gov/wikis/rdhpcs-common-docs/> - RDHPCS-Common-Docs

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